



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

**TITLE:** **PERSONNEL CLERK - MCH** (Provisional\* Appointment)

**SALARY:** \$22,612 - \$29,153 annually

**LOCATION:** Monroe Community Hospital

### **JOB SUMMARY:**

This is a clerical position in the Monroe Community Hospital Personnel Office responsible for performing a variety of clerical support duties. Work involves answering telephones, greeting visitors, distributing paychecks, copying, faxing, filing and similar clerical duties. The employee reports directly to and works under the general supervision of a senior-level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus two (2) years paid full-time or its part-time equivalent experience involving customer service activities\*\*; OR,
- (B) Four (4) years of experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*For the purposes of these minimum qualifications, customer service must involve assisting vendors, clients, employees, or customers resolve problems with merchandise or service issues other than cashiering or sales.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**NOTE:** Applications must be filled out in their entirety and can be downloaded from [www.monroehosp.org](http://www.monroehosp.org) or obtained from the Monroe Community Hospital Human Resources Office. Submit completed applications to:

MONROE COMMUNITY HOSPITAL  
HUMAN RESOURCES DEPARTMENT  
435 EAST HENRIETTA ROAD  
ROCHESTER, NY 14620

**Posting Date:** June 16, 2015

**Posting Deadline:** June 29, 2015

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.